



JOB OPPORTUNITY

CALIFORNIA DEPARTMENT OF INSURANCE

STAFF INFORMATION SYSTEMS ANALYST (SPECIALIST)

\$5065.00 - \$6466.00

PROJECT COORDINATION & ADMINISTRATIVE SUPPORT BUREAU

PROJECT MANAGEMENT OFFICE

SACRAMENTO

RESPONSIBILITIES:

Under the general direction of the Project Management & Control Agency Office Section Chief, the Staff Information Systems Analyst is responsible for working with business programs within CDI business functions to align technology solutions with business strategies. The incumbent supports the gathering of information needed to create and implement successful information technology (IT) projects that are part of the California Department of Insurance prioritized portfolio. The incumbent must effectively manage and provide team leadership in the implementation of technological solutions that meet strategic business needs and possess knowledge of information technology trends and practices. The incumbent facilitates requirements gathering sessions and develops, validates and secure acceptance of requirement documents for CDI IT projects. Works with subject matter experts through the creation of current and future state business process models that identify process improvement opportunities. The incumbent contributes in the formulation of strategies and policies pertaining to enterprise wide IT projects.

Strong interpersonal skills and ability to facilitate productive information gathering/sharing meetings and communication are required. Must have effective written and verbal skills and strong customer service. Candidate must demonstrate an informed knowledge of a business area to resolve problems on an ongoing basis. Efficiency, accuracy, organizational skills, performing multiple tasks simultaneously, meeting multiple deadlines and the ability to prioritize work are essential to this position. Travel is occasionally required to San Francisco or Los Angeles. Overnight trips are possible.

DESIRABLE QUALIFICATIONS:

- International Institute of Business Analysis (IIBA) Certification of Competency in Business Analysis (CCBA) Designation or Certified Business Analysis Professional (CBAP) Designation or Project Management Institute (PMI) Project Management Professional (PMP) certification.
- Team experience with enterprise-wide IT projects.
- Strong verbal and written communication, analytical and leadership skills.
- Ability to handle concurrent critical projects.
- Proven experience in providing excellent customer service.
- Strong interpersonal skills with the ability to work in a team environment and/or independently.

WHO MAY APPLY:

Applications will be accepted from current State employees at the Staff Information Systems Analyst (Specialist) level, those within transfer range, or those who have list eligibility. All applications will be reviewed; however, only the most qualified candidates will be interviewed. Applicants currently on SROA lists or employed by a surplus department are encouraged to apply. Surplus candidates must attach a copy of their letter. ***All applicants must clearly indicate the basis of their eligibility (i.e. SROA, surplus, reemployment, reinstatement, transfer, or list eligibility) on the state application.***

APPLICATION PROCEDURE:

Send a completed standard State of California application to Linda Story, Department of Insurance, 300 Capitol Mall, Suite 1300, Sacramento, CA 95814. **Please indicate "Staff Information Systems Analyst, Specialist, #413-106-1312-XXX" on the State application.**

072612 LS

DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD

AN EMPLOYER OFFERING EQUAL EMPLOYMENT OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.



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Applications received without the above information may not be considered for review. For additional information, please call (916) 492-3316.

FINAL FILING DATE: **August 7, 2012 – close of business**

NOTE: **Interested individuals must submit applications in order to be considered for this position.**

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